



***Montana Fish,  
Wildlife & Parks***

# Shooting Range Grant Program

## Application Guide

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Overview

Montana Fish, Wildlife & Parks (FWP) has administered a grant program for the development and enhancement of shooting ranges since 1989. The purpose of the Montana Shooting Range Grant Development Program is to create a continuing program and mechanism to provide funding, through the department, to private shooting clubs, private organizations, local governments, and school districts for the establishment and improvement of a system of shooting ranges throughout Montana (MCA 87-1-276). A private shooting club, private organization, unit of local government, or school district may seek a grant for a shooting range development project (MCA 87-1-277). Every two years the Legislature authorizes funding for this program, which is generated from the sale of state hunting licenses.

## Applying

FWP will accept online shooting range grant proposals until February 1, 2016. Mailed applications must be postmarked by February 1, 2016.

To apply, you must first become a registered user. Go to the website <https://fundingmt.org> to register your organization and click on “*Register Here*”. Please have your primary contact register first. Additional people can be added to the organization after the primary contact person gets their login information from the system. Contact Sara Smith if you need to add additional users.



System Compatibility

Log In

### Login

User ID:\*

Password:\*

Login

[Forgot Password?](#)

A Partnership Between

**New to WebGrants - State of Montana?**  
[Register Here](#)

Funding Opportunities Offered by Montana State Agencies  
[Search Here](#)

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Registering

When registering, please fill out all information accurately. Make sure you choose *Department of Fish, Wildlife and Parks* for the grant for which you are interested. Once you fill in all the requested information, click **Register** at the bottom of the page.



Help



Register

Register

### Personal Information

Name:\*      
Salutation First Name Middle Name Last Name

Email:\*

Confirm Email\*

Alternate Email

Address:\*

\*  Montana   
City State/Province Postal Code/Zip

Phone:\*    
Phone Ext.  
--- ---

Alternate Phone

Fax:   
--- ---

What Agency's Grant Programs are  
you most interested in?:

Department of Fish, Wildlife and Parks

Department of Agriculture

Department of Commerce

Department of Natural Resources and Conservation

Department of Fish, Wildlife and Parks

Department of Military Affairs

Department of Labor and Industry

Department of Transportation

### Organization Information

Name:\*

Organization Type:

Organization Website:

Address:\*

# Montana Fish, Wildlife & Parks

## Shooting Range Grant Program

Once you have submitted your registration, you will receive an email indicating you have successfully submitted your registration but this registration is pending approval. Below is a sample of what the email will look like. If you do not see this email, please check your junk mail folder.

### SAMPLE EMAIL

**\*\*\*\* Do Not Respond to This Email \*\*\*\***

**Dear John Doe,**

**Thank you for registering. Your registration is currently under review, if approved, you will receive a confirmation email with your user id and password.**

**Registration review may take several business days.**

**Thank you for your patience.**

Your registration request is sent to the Department of Fish, Wildlife & Parks for approval. Once approved the WebGrants software creates a User ID and password. You are notified by email of your approved status and provided your User ID and password. The user ID is the first initial of your first name, your entire last name and a number (for example John Doe would be jdoe1). The password is case sensitive.

### SAMPLE

**\*\*\*\* Do Not Respond to This Email \*\*\*\***

**Dear John Doe,**

**Your new registration with the WebGrants grants management system has been Approved.**

**Your user id and password are below:**

**User id: jdoe1**

**Password: abcdef123**

**You may now log into the WebGrants system at the following location:**

**[www.fundingmt.org](http://www.fundingmt.org)**

**After you login for the first time, reset your password by selecting "My Profile" then "Reset**

**Password"**



You are now ready to log in.

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Getting Started

Go to <https://www.fundingmt.org/index.do> and log in with your user name and password. Once logged in, you will see this screen.



On the main screen you will see the following:

**Grantee Instructions:** These are helpful instructions that relate to using the software

**My Profile:** Change contact information and password

**Funding Opportunities:** This is where you will find the shooting range grant opportunity for which you are applying

**My Applications:** Save, Review, Edit, and Submit Your Applications

**My Grants:** Track awarded grants, payments, and upload claims

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Getting Started

To start an application, click ***Funding Opportunities***. You will see a long list of funding opportunities; look for ***Department of Fish, Wildlife and Parks and Shooting Range Grant***. Click on that funding opportunity in blue.


22031	Department of Labor and Industry	DLI Test Program Area	DLI IWT TEST FO	06/30/2015
18239	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Private Grant Program	Final Application Deadline not Applicable
33041	Department of Natural Resources and Conservation	DNRC	DNRC 2016 Sage Grouse Stewardship	Final Application Deadline not Applicable
29731	Department of Natural Resources and Conservation	DNRC	DNRC 2015-2016 RRGL Planning Grant	09/25/2015
23906	Department of Natural Resources and Conservation	DNRC	DNRC 2017 RDG Planning Grant	09/25/2015
23915	Department of Natural Resources and Conservation	DNRC	DNRC 2016 RDG Grant	05/14/2016
00018	Department of Natural Resources and Conservation	DNRC RRGL TEST Project/Uniform App	DNRC RRGL Project Grant Test	09/21/2014
09087	Department of Commerce	DOC - Test Area	DOC Test - Reg/CVB Annual Marketing Plan	06/28/2013
10309	Department of Commerce	DOC - Test Area	DOC - Test - CDBG-ED Planning Grants - FY13	06/30/2013
11963	Department of Commerce	DOC - Test Area	DOC - TEST - BSTF Category 1 Projects	05/30/2014
10668	Department of Commerce	DOC - Test Area	DOC - TEST - Primary Sector Workforce Training Grant (WTG) Program	06/30/2014
10275	Department of Commerce	DOC - Test Area	DOC - Test - BRD - BSTF - FY13	07/01/2014
04233	Department of Commerce	DOC Business Resources Division	DOC Test 5/1 - Big Sky Economic Development Trust Fund Category II Planning Projects FY13	06/30/2014
10188	Department of Commerce	DOC Business Resources Division	DOC TEST - FY 2014 Montana Community Development Block Grant - Economic Development (CDBG-ED) Planning Grants	06/30/2014
12379	Department of Commerce	DOC Business Resources Division	DOC - BSTF Cat2 - Mirror	06/30/2014
13860	Department of Commerce	DOC Business Resources Division	DOC - MT Community Development Block Grant - Economic Development Program (CDBG-ED) FY 15	02/06/2015
10080	Department of Fish, Wildlife and Parks	FWP Shooting Range Grants	FWP Shooting Range Grant FY 16	11/30/2015
33847	Department of Transportation	MDT Test Program Area	EMS - Emergency Medical Services (TEST FO)	Final Application Deadline not Applicable
33892	Department of Transportation	MDT Test Program Area	MDT - MINI Grants (TEST FO)	Final Application Deadline not Applicable
34130	Department of Transportation	MDT Test Program Area	MDT Test Transit Capital Grant - FY17	Final Application Deadline not Applicable
33675	Department of Transportation	MDT Test Program Area	Highway Traffic Safety Funding (TEST)	03/01/2016
33033	Department of Transportation	MDT Test Program Area	MDT Test 5311 Transit Operating Grant - FY17	03/01/2016
33126	Department of Military Affairs	MTDES Emergency Management Performance Grant	EMPG FY 2015-16 Test	Final Application Deadline not Applicable
23723	Department of Military Affairs	MTDES Emergency Management Performance Grant	FFY 15 Emergency Management Performance Grant	02/18/2015
27424	Department of Military Affairs	MTDES Emergency Management Performance Grant	FFY15 Emergency Management Performance Grant	04/30/2015
32192	Department of Military Affairs	MTDES Emergency Management Performance Grant	EMPG FY 2015 Passthrough	09/30/2015
23735	Department of Military Affairs	MTDES Test Program Area	MT DES Test FO - Homeland Security - Forms Attached to TEST	Final Application Deadline not Applicable
33837	Department of Military Affairs	MTDES Test Program Area	Test Grid Budget FY15-16	Final Application Deadline not Applicable
34514	Department of Military Affairs	MTDES Test Program Area	Soft Match Grant Testing	Final Application Deadline not Applicable
23379	Department of Military Affairs	MTDES Test Program Area	MT DES Test FO - Emergency Management Performance Grant - Forms Attached to TEST	02/01/2015

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Getting Started

After you click on the funding opportunity, read the *Description* page very carefully as it contains instructions and information about submission deadlines and grant requirements. This page also contains attachments that you should **download and print**. Read these documents carefully as they include grant match requirements, documents that need to be submitted with the completed application, and an application checklist.

Once you have read the description and looked at the attachments, click *Start a New Application*

 **Funding Opportunities**

**Current Applications**  
Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start a New Application link or to copy data from an old application, click on the Copy Existing Application link.

ID	Application Title	Status
33957	<a href="#">Test FWP Shooting Range 081915</a>	<a href="#">Editing</a>

**Opportunity Details**  
**30080-FWP Shooting Range Grant FY 16**

[Copy Existing Application](#) | [Start a New Application](#)

**FWP Shooting Range Grants**  
**Application Deadline: 11/02/2015**

**Award Amount Range:** Not Applicable

**Project Start Date:**

**Project End Date:**

**Award Announcement Date:**

**This Opportunity is recurring** No

**Categorical Area(s) To be Addressed by Program** Parks & Recreation

**Program Officer:** Sara Smith

**Phone:** 406-444-9948 x

**Email:** [sarsmith@mt.gov](mailto:sarsmith@mt.gov)

**Description**

Dear Applicant,

Montana Fish, Wildlife & Parks would like to thank you for your interest in FWP's Shooting Range Development Grant Program. The funds are appropriated by the Legislature authorizing FWP to award to successful Applicants for development of publicly available shooting range facilities. These funds come from hunter license dollars and are one way in which Montana's hunter license dollars are reinvested in Montana's sportsmen and communities.

Please read the application carefully and answer each question completely. In preparing your project overview, you may review the criteria used by FWP to evaluate and rank grant applications.

Please note that FWP defines the **Project Period** as the period of time in which all approved work and related expenditures are to be accomplished by the Applicant. **Work completed or expenditures incurred outside the approved Project Period will be ineligible for reimbursement.**

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Completing the Application

The first page of the application asks you to choose the primary contact information, put in a Project Title, and choose your organization (which you created during the registration process).

Remember to always click **SAVE** after filling out each page.

The screenshot shows the 'General Information' page of the Montana Grants and Loans application. At the top is the logo 'Montana Grants and Loans' with a mountain graphic. Below the logo is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area has a yellow background and contains the following fields:

- Primary Contact:** A dropdown menu with 'FWPWayde Test1' selected.
- Project Title:** A text input field with the label '(limited to 250 characters)\*'.
- Authorized Official:** A dropdown menu with 'FWPWayde Test1' selected.
- Organization:** A dropdown menu.

Below the form is a 'Go to Application Forms' link, which is circled in red.

The screenshot shows the 'Application' page of the Montana Grants and Loans application. At the top is the logo 'Montana Grants and Loans' with a mountain graphic. Below the logo is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area has a yellow background and contains the following information:

- Application:** 34570 - Test2
- Program Area:** FWP Shooting Range Grants
- Funding Opportunity:** 30080 - FWP Shooting Range Grant FY 16
- Application Deadline:** 11/02/2015

Below this information is a 'Go to Application Forms' link, which is circled in red.

Once you **SAVE**, you will see the screen on the left. Double check that all the information is correct, and click **Go to Application Forms**.



# Montana Fish, Wildlife & Parks Shooting Range Grant Program

## Completing the Application

The next screen shows all of the sections of the application that you must complete. You have already completed the *General Information* section, and checked that the section is complete. You are ready to click on *Proposal General Information*.

The screenshot shows the 'Montana Grants and Loans' application interface. At the top is a logo with the word 'Montana' in a script font and 'Grants and Loans' in a sans-serif font, with a stylized mountain and sun graphic. Below the logo is a navigation bar with icons and labels for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area is titled 'Application' and displays details for 'Application: 34570 - Test2'. It lists the Program Area as 'FWP Shooting Range Grants', the Funding Opportunity as '30080 - FWP Shooting Range Grant FY 16', and the Application Deadline as '11/02/2015'. Below this is an 'Instructions' section with a note about marking forms as complete. At the bottom is an 'Application Forms' table with columns for Form Name, Complete?, and Last Edited. The table lists several sections, with 'General Information' marked as complete and dated 09/24/2015.

Application Forms		Application Details   Submit   Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	09/24/2015	
Proposal General Information			
2014 Project Budget			
Detailed Range Info.-General Narratives-Section 1			
Detailed Range Information-Section 2			
Detailed Range Information-Section 3			
Application Certification			

Once you click on a section, answer all of the questions in that section, and then click **SAVE**.

After you click *Save* for each section, the system will take you back to your *Application Forms* page. Work through each section and after saving, click *Mark as Complete*.

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

You may also click **Edit** if you need to make changes to a section.

**Application**

Application: 34570 - Test2

Program Area: FWP Shooting Range Grants

Funding Opportunity: 30080 - FWP Shooting Range Grant FY 16

Application Deadline: 11/02/2015

**Instructions**


All applicants are required to fill out this form. To attach a map, fill out the required information and 'save'. DO NOT 'MARK AS COMPLETE' yet. After you click 'save', you will then have the ability to select the icon next to 'attach map' and upload your file. Once all the information is correct, select 'Mark as Complete' or 'Go to Application Forms'. The fields with the red asterisk are required before you will be able to select save.

**Project Description** [Mark as Complete](#) | [Go to Application Forms](#)

Project Description\*

Describe the scope of work and what you intend to accomplish with this project. Clearly define exactly what the requested grant funds will be used for; you can explain project cost details in your project budget form(s).

test

**Project Area Map\*** 

Click on Help for information on how to use the <http://mtnhp.org/mapviewer> website to find the center Latitude and Longitude of your project.

Center location of the project in  
Decimal Degrees, WGS84 or  
NAD83\* 11.5555  
Latitude (##,####)

Longitude\* -551.5555  
Longitude (-###,####)

If partially funded, will this project  
still move forward? Yes

After saving this screen, you will also need to attach the project area map by clicking on the **green** plus (+) sign. If you do not yet have your area map, you may still save your work and continue with the rest of the application sections. However, you cannot “*Mark as Complete*” or submit the application until the map is attached.

# Montana Fish, Wildlife & Parks Shooting Range Grant Program

The second section now has a check mark under complete (if you attached your map). All sections must have check marks before you can submit the application. You can go back to any section that you have already saved and edit it. Just click on the section to open it then click **Edit**. Remember to save your changes.

WebGrants - State of Montana

https://www.fundingmt.org/appComponents.do?documentPk=1443111137122

Most Visited Web Slice Gallery FWP Internal FWP Kalkomey MINE SSCI Motor Pool Citrix Wireless password Hunter Ed instructor s...

## Montana Grants and Loans

Menu Help Log Out Back Print Add Delete Edit Save

### Application

**Application: 34570 - Test2**

**Program Area:** FWP Shooting Range Grants

**Funding Opportunity:** 30080 - FWP Shooting Range Grant FY 16

**Application Deadline:** 11/02/2015

### Instructions

The required application forms appear below. Please note: Clicking "Mark as Complete" does not submit the application component or prevent further editing. The check mark beside the form is only an indicator that the form has been completed. All application components must be marked as complete in order to submit. To submit the application click the Submit button.

Application Forms		Application Details   Submit   Withdraw	
Form Name	Complete?	Last Edited	
General Information	✓	09/24/2015	
Proposal General Information	✓	09/24/2015	
2014 Project Budget			
Detailed Range Info.-General Narratives-Section 1			
Detailed Range Information-Section 2			
Detailed Range Information-Section 3			
Application Certification			

# Montana Fish, Wildlife & Parks

## Shooting Range Grant Program

### Completing the Application

The very last section of the application includes an electronic signature page and the opportunity to attach all of the required documents to the application.

The checklist is one of the attachments on the *Description* page and you can also find it below. Make sure you scan all documents together, so you have one document to attach. Once you have uploaded your documents and saved the last section, click *Mark as Complete* and then click *Submit* your application.

If you have questions or need help, please call

Sara Smith at 406-444-9948

Wayde Cooperider at 444-9947

# Montana Fish, Wildlife & Parks

## Shooting Range Grant Program

### PROPOSAL CHECKLIST

- |                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Submitted <b>Application</b> form.                                                                                                                                                                                                          |
| 2) A notarized copy of the <b>SHOOTING RANGE DEVELOPMENT PROJECT RESOLUTION</b>                                                                                                                                                                |
| 3) Copy of the 10-year property lease agreement, fee title, or documentation supporting intent to purchase.                                                                                                                                    |
| 4) Site plans, photographs, and maps ( <b>Topographic, Google Earth or other aerial image of the range area</b> ) showing detail of range, project area, property lines, water-permanent or seasonal, and direction of water flow or drainage. |
| 5) Current insurance certificate.                                                                                                                                                                                                              |
| 6) Completed W-9 form                                                                                                                                                                                                                          |

### Americans with Disabilities Act (ADA) Information

If facilities provide fixed firing positions, at least 5 percent, but not less than one of each type of fixed firing position must be served by an accessible route. Fixed firing positions must have a 60-inch diameter space with slopes not steeper than 1:48 so a wheelchair user can turn around and have a level place from which to shoot.

Types of different firing positions include positions with different admission prices, positions with or without weather covering or lighting, and positions that support different shooting events (e.g., muzzle loading rifle, small-bore rifle, high power rifle, bull's eye pistol, action pistol, silhouette, trap, skeet, and archery).

*A public accommodation is defined as "a private entity that owns, leases (or leases to), or operates a place of public accommodation."*

*A person with a disability is defined by the ADA as, "a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment."*

Technical assistance on the guidelines for sports facilities is available from the Access Board at:

(800)-872-2253 (voice), (800)-993-2822 (TTY) or [ta@access-board.gov](mailto:ta@access-board.gov) (e-mail).